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ACADEMIC NEWSLETTER

SPECIAL EDITION

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February 25, 1969

AWARDS FOR SERVICE TO THE UNIVERSITY

Nominations for "Distinguished Contribution to the University" awards are now being received by the University Selections Committee. These awards, one for excellence in teaching and one for significant contributions in basic research, creative production, or scholarly investigation, will be made this spring. Nominations for the awards must be made not later than April 15 and should be submitted to the office of Dr. Raymond Cravens, Vice President for Academic Affairs and Dean of the Faculties, Wetherby Administration Building. The following is a description of the awards program:

Number and Nature of Awards

The Committee recommends that two university-wide awards be established initially and that these awards be made to faculty who make "Distinguished Contribution to the University" in either of two categories of service:

- (a) One award to a faculty member for excellence in productive teaching, and
- (b) a second award to a faculty member for significant contribution in the fields of basic research, creative production, or scholarly investigation.

Procedure for Selection of Recipients

1. Securing nominations:

- (a) Nominations for awards will be made to a University Selections Committee.

- (b) Alumni, faculty members, junior, senior and graduate students will be eligible to make nominations. The University Selections Committee will actively solicit nominations from these groups.
- (c) Upon receipt of a nomination the University Selections Committee will forward it to the dean of the nominee's college. In the case of faculty unassigned to a college, the Committee will send the nomination to the Associate Dean for Undergraduate Instruction.

2. Screening nominees:

- (a) The dean of each college will create a committee to study the nominations of faculty who are members of his college.
- (b) Each college committee will act as a preliminary screening device, establishing its own rules of procedure but evaluating nominees on the basis of the criteria for selection (which see, below).
- (c) Each college committee will be organized in such a way as to include representation from all departments within the college and to achieve essential standards of objectivity and impartiality in its deliberations. Its deliberations will be confidential in nature.
- (d) (1) Each college committee, after a consideration of all nominations sent to it, may send to the University Selections Committee a final list of nominees.

(2) The number of nominations to be sent by a college committee will not exceed one nomination per 30 to 40 full-time faculty members in the college.
- (e) The Associate Dean for Undergraduate Instruction, complying with the basic principles set forth in the preceding paragraphs of this section, will be responsible for securing final nominations of faculty unassigned to a college.

3. Final Selection:

- (a) A committee, to be known as the University Selections Committee, will be established for the purpose of making the final selection of award recipients. It will be composed of (1) the Vice President for Academic Affairs, who shall act as chairman; (2) two Academic Council representatives selected by the chairman; (3) two alumni representatives selected by the Alumni Association, and (4) two students selected by the Associated Students.

- (b) The University Selections Committee may make whatever additional investigations are necessary in arriving at its final selections.
- (c) All nominations and other materials related to the final college lists of nominees, as well as the final university nominees, will be held in strict confidence and in the exclusive custody of the University Selections Committee. The dean of each college will be responsible for the custody of nominations and materials relating to faculty who are not his college's final nominees.

Eligibility for Awards

1. Nominees for awards will be full-time faculty members with teaching responsibilities and holding the rank of instructor or higher.
2. Any faculty member previously nominated will be eligible for renomination.
3. No consideration will be given to age, sex, race, national origin, religion, financial need, rank, or duration of service.
4. Although all criteria are pertinent, an individual need not necessarily meet all the qualifications.

Distinguished Contribution to the University Award

A. Excellence in Productive Teaching

Criteria for Selection

This award will be given in recognition of the recipient's teaching excellence as evidenced by his effectiveness and ability to motivate and inspire students in the classroom and outside the classroom.

The recipient of the award should:

1. Consistently demonstrate superior teaching, evidenced by (1) comprehensive knowledge of his field, (2) organization and presentation of subject matter, (3) stimulation of student thinking and development of student understanding, (4) arousal of student interest, and (5) demonstration of resourcefulness;
2. Typify by his conduct the ideals of higher scholarship;
3. Exemplify by his actions the qualities of unselfishness, integrity, and humane outlook;

4. Demonstrate an interest in fostering the intellectual growth of each student;
5. Stimulate and promote student scholarship;
6. Contribute to the advancement of his scholarly discipline;
7. Be active in professional associations and learned societies and disseminate current knowledge to students;
8. Earnestly seek for personal intellectual and professional growth, both as a member of a specialized discipline and as a participant in the academic affairs of the university;
9. Contribute to the welfare of the university.

B. For Contribution in the Fields of Basic Research,
Creative Production, or Scholarly Investigation

Criteria for Selection

This award will be given for outstanding contributions in a field of specialty. The recipient of the award will be selected for significant contributions in the field of (1) basic research, (2) creative production, or (3) scholarly investigation.

The recipient of the award should:

1. Achieve recognition among his colleagues for productive and creative work in his field;
2. Make a concerted effort toward the advancement of his scholarly discipline;
3. Typify by his conduct the ideals of higher scholarship;
4. Earnestly seek for personal intellectual and professional growth, both as a member of a specialized discipline and as a participant in the academic affairs of the university;
5. Demonstrate an interest in fostering the intellectual growth of students;
6. Stimulate and promote student scholarship;
7. Be active in professional associations and learned societies and disseminate current knowledge to students;

8. Exemplify by his actions the qualities of unselfishness, integrity, and humane outlook;
9. Contribute to the welfare of the university.

SABBATICAL LEAVE POLICY

Applications for sabbatical leave for the 1969-70 academic year should be submitted to the Sabbatical Advisory Committee on or before Tuesday, April 1, 1969. Applications submitted after that date cannot be considered for the ensuing academic year. Proposals should be sent to the office of the Vice President for Academic Affairs and Dean of the Faculties, Wetherby Administration Building. The Board of Regents, at their last meeting, expressed the desire that emphasis be placed on granting sabbaticals during the regular semester and that summer sabbaticals be granted to those faculty members whose activities could only be carried out successfully during the summer months. Following is a detailed description of how proposals will be handled:

University Plan for Sabbatical Leaves

A sabbatical leave shall be granted by the University for the purpose of professional improvement of the faculty. Such leaves are not automatic with tenure or the accumulation of years of service and are regulated by budgetary, legal and other considerations.

To be eligible to apply for a sabbatical leave a faculty member shall have professorial rank, shall have tenure and shall have completed six continuous full academic years of service at the University. Such sabbatical leaves shall be granted for either one full academic year at one-half of the faculty member's salary or for one full semester at full pay. In lieu of the above and with the approval of the University, a faculty member who is selected for a sabbatical leave may request to take the leave during two summer terms for which the regular summer stipend would be granted. Although the desires of the faculty member will be given full consideration, the University reserves the right to make the final determination of the semester or term when the sabbatical shall be taken.

Guidelines for Administration of the University Plan for Sabbatical Leaves

1. Any eligible faculty member who desires a sabbatical leave must submit a written application not later than December 1 of the preceding academic year.
2. The application must include the following:
 - a. A general outline of the applicant's proposed activities for the period of the leave, including an indication of their contribution to his professional improvement.
 - b. Endorsements by the Dean of the College in which the faculty member teaches and by the Department Head, including the proposed plans for conducting the classes usually taught by the member requesting leave.
 - c. Preferences for the beginning date and the length and type of sabbatical requested.
3. The applications will be forwarded to a Sabbatical Advisory Committee composed of one representative from each College of the University selected from among the tenured faculty by the College's Curriculum Committee and one representative from the graduate faculty selected by the Graduate Council. Members shall serve two-year, overlapping terms to provide continuity to the Committee. (Initially two of the members would serve one-year terms and three, one of who would be the graduate faculty representative, would serve two-year terms. The initial terms to be served would be determined by lot.) Members would be eligible for reappointment. Representatives from the Departments of Nursing and Library Science will sit with the College of Commerce Curriculum Committee in selecting a member of the Review Committee who will represent these departments along with the College of Commerce.
4. The Sabbatical Advisory Committee will submit its recommendations as to the relative merits of the applications to the Dean of the Faculties. Major modifications in plans of a leave recipient must be endorsed by the Sabbatical Advisory Committee.
5. After a review of the budgetary and departmental staffing implications by the dean, a recommendation will be made as to the number of sabbatical leaves which may be submitted by the president of the Board of Regents for official approval.
6. Upon completion of the sabbatical leave the faculty member shall submit a written report on the activities engaged in during the leave of absence to the Dean of the Faculties.

7. Faculty members holding positions as academic deans, department heads or academic directors are eligible for sabbatical leaves, and a number of them, proportionate to the number of eligible faculty members having no administrative duties, receiving sabbaticals in any academic year may be designated by the President to receive such leaves. The Council of Academic Deans shall serve as a review committee for these applications prior to their submission to the President for his consideration.
8. It is also recommended that the President give considerations to granting leaves to top administrative officers on the same basis as those granted to members of the faculty and academic administrators.

FACULTY AND STAFF HANDBOOK COMMITTEE

Dr. Raymond Cravens, Vice President for Academic Affairs, and Dean Dero Downing, Vice President for Business Affairs, have selected the following persons to serve with them on a committee to revise and update the Faculty and Staff Handbook: Dr. Carl P. Chelf; Mr. James Tomes; Dr. John Stahl, College of Liberal Arts; Dr. Robert Melville, College of Education; Dr. Peggy Keck, College of Commerce; and Dr. William Lloyd, College of Science and Technology. Suggestions concerning the Handbook should be forwarded to the appropriate college representative on the committee, to Dr. Chelf, or to Mr. Tomes.

INCREASE IN FACULTY INSURANCE BENEFITS

At their February meeting, the Western Kentucky University Board of Regents approved an increase in faculty insurance benefits from the current \$2,500 to \$5,000. Action will be taken to make the increased coverage effective as early as possible when the next fiscal year begins on July 1, 1969.